



# JEFFERSON COUNTY HISTORIC SITE PRESERVATION COMMISSION

TURTLE EFFIGY MOUND, 58'  
GENERAL ATKINSON GROUP  
JEFFERSON COUNTY MOUNDS & TRAIL PARK



John Molinaro, Chairman  
Rebecca Shrum, Vice Chair  
Jessie Powers, Secretary  
Cindy Arbiture  
Robert Birmingham  
Kathleen Groskopf  
Joan Jones

## Meeting Minutes

Meeting Date: February 26, 2009  
Meeting Time: 6:30 PM  
Meeting Place: UW-Extension Bldg  
864 Collins Road  
Jefferson, WI 53549

Those Present: John Molinaro  
Cindy Arbiture  
Jacob Shaffer  
Jessie Powers

The following items were discussed:

1. Mr. Molinaro confirmed no quorum at 6:40. The following are minutes from discussions, but official meeting did not take place.
2. Roll Call at 6:40 pm. The following members were present at roll call: Mr. Molinaro, Ms. Arbiture, Mr. Shaffer and Ms. Powers.
3. Certification of compliance with Open Meetings Law.
4. Review of Agenda. Action taken: none.
5. No review of January 29<sup>th</sup> minutes.
6. Citizens Comments: none present.
7. Although the Jefferson County Historic Site Preservation Commission (JCHSPC) is not required to submit a mission statement to the National Park Service, it may be something the JCHSPC should have as well as setting for goals.
8. The Jefferson County Historic Site Preservation Commission (JCHSPC) will need to report to the National Park Service (NPS). The NPS requires a mission statement from the JCHSPC.
9. Countywide Conference update:

Mr. Molinaro has contacted a couple caterers to supply lunch. Rick Kuhlman of Watertown charges \$5.50/person over 100 people and \$6.00/person less than 100 people, includes 2 types croissant, cheese tray, cookies, water, coffee, delivery & clean-up, add extra \$1.00/person for soda. CW Catering charges \$7.00+ tax+ tip, for Chicken salad, egg salad, cold cuts, veggie salad, fruit salad and dessert, coffee, ice-T and lemonade, add \$1 for something other than ice-t or lemonade, delivery and clean-up included. Bon Ton Bakery charges \$10.50/ box lunch of ham, turkey, beef or veggie, chips, ½ pint of fruit, pasta, potato salad, pickle & 2

cookies, does not include soda, but it does include delivery & clean-up or they can supply a buffet type \$10.00/person. Add extra \$1.00/person for soda. Mr. Molinaro has budgeted \$8/person and will make the executive decision due to time constraints.

Mr. Molinaro stated that the county has a printing department and will allow us to print the registration forms there and will not charge.

The folders that will be supplied to the conference attendees will contain: agenda, list of attendees and their contact information, list of historical societies and company sponsors and/or literature.

Jonas office Supply will give JCHSPC the County's price for the folders: a box of 25 for \$12.82.

Quill Catalog has lanyard name tags at a box of 50 for \$27.19. Cindy suggests we ask for them to be returned at the end of the conference to be reused at the next event.

10. Mr. Shaffer presented the first draft of the Individuals registration form. Minor edits/additions were suggested. Mr. Molinaro and Mr. Shaffer will continue to develop the forms. The deadline for returning completed registration forms will be April 3<sup>th</sup> to allow the JCHSPC to complete the remaining tasks prior to the conference. Mr. Molinaro will confirm with the caterer on April 6<sup>th</sup>.
11. Mr. Molinaro and Ms. Arbiture will work on a press release.
12. Ms. Powers will work on labels for the folders.
13. It was suggested that a working meeting the night before the conference to set up might be necessary. Mr. Molinaro will contact Cory at the Hoard Museum to clear this. This work session is tentatively scheduled for April 16<sup>th</sup> at 4:00.
14. Next meeting date and agenda:
  - Next Meeting Date: **Wednesday, March 19<sup>th</sup>**, 2009 at 6:30pm.
  - Next Meeting Place: UW-Extension Bldg. 864 Collins Road, Jefferson, WI 53549
  - Next Meeting Agenda: TBD.